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	то	:	Chief of Logistics	DATE:	17 February 195	5
	FROM	ı :	Acting Chief, Transportation Division			
	subje	CT:	Weekly Activity Report (7 - 11 February 1955)			
		1.	GENERAL			
25X1Å						
			b. Special Truck Run (New Item - Completed)			
25X1	Α	or :	On Friday, 11 February 1955, one truck was d		hed to pounds	25X1A
25X1A		to the	pick up a safe, containing classified material, for	or del	ivery to	20/(1/(
25X1/	Α,		C. Movement of Agency Record Center  [New Item - Completed]			25X1A
25X1A		pour	During the period 7 - 10 February 1955, approads of steel shelving and one forklift were trans-	oximat ferred	ely 120,000 from the This	25X1A

2. PROJECTS AND STUDIES IN PROCESS

25X1

**Headquarters** Regulations on Motor Vehicle Accidents (Continued Item)

shelving will be installed on the first floor of the building and should be completed by 27 February. Actual movement of records is

tentatively scheduled to start on or about 1 March 1955.

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration.

25X1

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. L	c. Requests for Vehicle Actions (New Item - Completed)		
	There were seven covert vehicle action requests processed during this reporting period.		
1C			
	e. Oversea Shipments (New Item - Comple	ted)	
	Discussions are currently being conducted with the Operating Divisions relative to the use of for the ship-		
	Discussions are currently being conducted with the Operating Divisions relative to the use of for the shipment of small items by parcel post. This item will not be reported again until definite arrangements have been completed.		
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- 4 -

Approved For Release 2003/0417 : CIA-RDP78-03091A000500020017-6

	od)
During the week,  of the Military Personnel Division, and  FE Division, were given a briefing on the organization functions of the Transportation Division.	25)
f. Delivery of Vehicles to Warehout Item - Completed)	use (New 25)
Two new vehicles were processed for oversea shiriven to the Warehouse by Transportations on the personnel.	
g. Conference on Shipping Procedures (New Item -	- Completed)
A conference was held on 8 February 1955 with of the NEA Division for the purpose of discussing the supplies and equipment into stations within the NEA are consibility. Although no major problems were encounted conferences will be continued at regular intervals in maintain good working relationships with the various Coivisions and Support Staffs serviced by this Division	movement of reas of res- ered, these order to Departing
. SPECIAL PROBLEMS	
None	
MAJOR OBJECTIVES	
This item will be reported in the next Weekly Acti	vity Report.
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